

Attachment 1

Guidelines for District's 2005 Ten-Year SHOPP Plan

PURPOSE:

The purpose of the District's 2005 Ten-Year State Highway Operation and Protection Program (SHOPP) Plan is to identify specific projects that will contribute towards achieving the district's portion of the Statewide SHOPP performance goals.

These guidelines and attachments describe the minimum contents of each District's 2005 Ten-Year SHOPP Plan, it is not intended to limit any District in describing its unique conditions and requirements in their document.

SCHEDULE:

April: SHOPP Managers review and make changes to statewide performance goals and prepare the district's specific target (Attachment 2)

May 5: Division Chief and Executive SHOPP review target and approve submittal to districts for comments.

June 4: Video Teleconference Center (VTC) present overview of draft instructions for 2005 Ten-Year SHOPP Plan to solicit district input.

June 14: District returns comments and feedback on draft instructions.

June 15: Division Chief and Executive SHOPP review and approve target and memo to District Directors requesting 2005 Ten-Year SHOPP Plan.

June 23: VTC, SHOPP Managers discuss detail program information for Collision Reduction, Roadside, Facilities and Emergency and mandated categories.

June 30: VTC, SHOPP Managers discuss detail program information for Bridges, Roadway and Mobility Categories.

July 1: Memo to District Directors requesting preparation of District's 2005 Ten-Year Plan SHOPP.

July 29: VTC with District Directors and Executive SHOPP Committee to discuss 2005 SHOPP process and strategy.

August through October: District work on 2005 Ten-Year SHOPP Plan.

August through October: Headquarter's (HQ) SHOPP Managers work on format and draft presentation for statewide 2005 Ten-Year SHOPP Plan.

November 1: Submit hard copy of the District's 2005 Ten-Year SHOPP Plan to the Division of Transportation Programming (Programming), for distribution to HQ SHOPP Managers.

November 1: District Ten-Year SHOPP Coordinator submits electronic Project Data File (Attachment 5) to Mike Evans, Assistant Chief Division of Maintenance.

November 15: HQ SHOPP Managers complete review of District's 2005 Ten-Year SHOPP Plan and submits comments to districts.

December 15: Meetings scheduled for districts to make power point presentation to Executive SHOPP Committee for their 2005 Ten-Year SHOPP Plan.

January 31, 2005: Submit to California Transportation Commission (CTC) for review and comments.

Attachment 1

Guidelines for District's 2005 Ten-Year SHOPP Plan

May 1, 2005: Submit to Governor Arnold Schwarzenegger and the California State Legislature.

PROGRAMS PERFORMANCE GOALS

Attachment 2 shows the district's target performance goals for each program element. Attachment 3 provides a description of each program goals, qualifications, performance measures and outcomes. The District is required to use this information to identify the proposed projects for each SHOPP program for which they have been assigned a portion of the statewide goal. If a district has identified program needs that don't have a district target goal, a one-page justification should be included as part of the district's submittal under the appropriate SHOPP category.

TIMELINE (Scheduling of Projects)

Attachment 4 shows the timeline for the 2005 Ten-Year SHOPP Plan. This is intended to assist the district in planning how to schedule the projects.

- Years one and two (2006/07 and 2007/08) are financially constrained and are already programmed in the 2004 SHOPP. No projects should be added unless a SHOPP amendment is processed by Programming.
- Years three and four (2008/09 and 2009/10) will be candidate projects for the 2006 SHOPP. Consideration should be given to the highest projects with approved Project Initiation Document (PID).
- Years five and six (2010/11 and 2011/12) candidate projects for the 2008 SHOPP.
- Years seven and eight (2012/13 and 2013/14) candidate projects for 2010 SHOPP.
- Years nine and ten (2014/15 and 2015/16) candidate projects for the 2012 SHOPP.

DATA SUBMITTAL (Attachment 5)

Attachment 5 shows the format for submitting the District's 2005 Ten- Year SHOPP Plan. Each district will be provided a copy of the format on an Excel spreadsheet. The first and second tab in the spreadsheet is for the Summary of the District's 2005 Ten-Year SHOPP Plan and the Summary of the SHOPP Performance Goals. These tabs are linked to various other tabs and should not be changed.

Tabs are created for each of the seven SHOPP categories (Collision, Bridge, Roadway, Mobility, Roadside, Facilities and Emergency and Mandate) and contain the programs that make up each category. The format for each spreadsheet is arranged to have a legend for Column "A" through "AD" followed by the program number and name then the column label. The rows are arranged to denote each of the ten years that make up the Ten-Year SHOPP Plan with a row specifically for fiscal year total.

The spreadsheets are populated with the approved 2004 SHOPP projects, projects in the 2003/04 PID work plan and projects from the 2002 Ten-Year SHOPP Plan.

Note: the following information is very important.

- Please do not change the format or headers of the Excel spreadsheet from column "A" through "AD". Additional columns can be added beginning with column "AF".
- Please do not add additional projects to the first two years (2006/07 and 2007/08). Start adding projects in the third year (2008/09).
- If additional rows are needed, insert two rows above the total for each year. This will ensure that the totals on the summary tabs are correct.

Attachment 1

Guidelines for District's 2005 Ten-Year SHOPP Plan

- It is very important to use the priority process provided by the SHOPP Program Managers to fill in column "B". District Priority column "C" must be by individual program.
- Project Right of Way, (RW) and Capital Cost must be current dollars (\$1,000 as of January 1, 2004). The appropriate escalation rates will be applied by Programming.
- Performance measure quantity (column V) must be filled out for all projects. Please add additional performance measures if known.
- The Minor Program is intended to address district's needs that are less than \$750,000. The minor programmed is managed in the Ten-Year SHOPP as an annual lump sum of \$100 million per year with target allocation and delegation to each district. Therefore minor projects should not be included on Attachment 5 for statewide review or prioritization.

CONTENT OF DISTRICT'S 2005 TEN- YEAR SHOPP PLAN:

The basic thrust of the District's 2005 Ten-Year SHOPP Plan is to identify the proposed projects to achieve the district's share of each program's statewide goals.

1. COVER PAGE

Signed by District Director and Deputy District Directors involved in the management of the District's 2005 Ten-Year SHOPP Plan.

2. TABLE OF CONTENT

3. EXECUTIVE SUMMARY

Present an overview of the district's strategy used to develop the 2005 Ten-Year SHOPP Plan. Discuss the individual program quantifiable goals assigned to the district and how the district proposes to meet them. Include the cost summary sheet and the performance goals summary sheet from the spreadsheet provided.

4. DISTRICT'S ORGANIZATION CHART

Include chart showing how the district is organized to develop and manage the Ten-Year SHOPP Plan (See Attachment 6 for sample of HQ's SHOPP Organization chart).

5. SHOPP PROGRAMS

Provide a section for each SHOPP Program (Collision Reduction, Mobility, Bridge Preservation, Roadway Preservation, Roadside Preservation and Facilities). Each section should include the following:

- Name and telephone number for the contact person for the category.
- Narrative regarding specific information regarding the individual program.
- Assumptions or strategy used to develop projects (Such as unit cost if PID's are not completed).
- Include project data using the Excel spreadsheet shown on Attachment 5 for the appropriate program element.
- Include maps and charts as appropriate.